Toxics Release Inventory (TRI)
US Files Documentation for RY 1997

Prepared for:

Environmental Protection Agency
Office of Pollution Prevention and Toxics
Contract 68-W-98-045

By:

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WELCOME TO THE EPA TRI US FILES FOR REPORTING YEAR 1997

The TRI US Files have several features designed to make it easier for you to obtain TRI information.

- Facility mailing address information, including the street address, city, state, and nine-digit zip code

     NOTE: Two 30-character mailing name fields and a 30- character mailing street continuation (that appear in TRI, but are most often empty) were left out of the US Files to save space

- Facility Dun and Bradstreet (DUNS) number

- Expanded geographic location information fields added to TRI by EPA (these include the "preferred" latitude and longitude expressed in decimal degrees, a location accuracy value expressed in meters, and the method used to determine the latitude and longitude)

- Reports filed by federal facilities, whether the facility is operated by a contractor or an agency (these reports, which have been submitted to the EPA, are available on a separate, nationwide, federal facility diskette, in dBASE format)

These features are described in this guide.

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1.0 Facts About the Toxics Release Inventory

Section §313 of the Emergency Planning and Community Right-to-Know Act (also known as Title III) of the Superfund Amendments and Reauthorization Act (SARA) of 1986 (Public Law 99-499) requires EPA to establish an inventory of toxic chemical emissions from certain facilities. The purpose of §313 is to inform the public of the presence of chemicals in their communities and releases of these chemicals into the environment. States and communities, working with industrial facilities required to comply with this law, will be better able to protect public health and the environment.

Facilities subject to this reporting requirement must complete a Toxic Chemical Release Form R or Form A (Certification Form) if certain criteria are met for specified chemicals. The appropriate form must be submitted to EPA and those state officials designated by the governor. The report for any calendar year must be submitted on or before July 1 of the following year. The first reporting period under this law was calendar year 1987.

The purpose of this reporting requirement is to compile information to provide to the public and government officials about routine releases of toxic chemicals into the environment. It will also assist in research and development of regulations, guidelines, standards, and pollution prevention.

The reporting requirement applies to owners and operators of facilities that:

1)   Have 10 or more full-time employees,

2)   Are in Standard Industrial Classification (SIC) codes 20 through 39 (i.e., manufacturing facilities), and

3)   Manufacture, import, process, or otherwise use a listed toxic chemical in excess of specified threshold quantities.

Beginning with the 1991 reports, facilities also are required to provide information about pollution prevention and source reduction activities. Data elements include quantities of the listed chemical recycled and used for energy recovery on-site, quantities transferred off-site for recycling and energy recovery, source reduction activities, and methods used to identify those activities. Availability of these data will provide a more complete picture of total waste generation and management by facilities and will increase the ability to track progress in moving towards less waste generation and safer management alternatives. Companies must also provide a production activity ratio that will help relate changes in reported emissions to changes in production.

The toxic chemicals subject to reporting initially consisted of chemicals listed for similar reporting purposes by the States of New Jersey and Maryland. Now there are over 600 chemicals and categories on these lists. Through rule making and petition, EPA can modify this combined list. These lists of toxic chemicals and SIC codes are available in the *Toxic Chemical Release Inventory Reporting Forms and Instructions* booklet.

The Toxics Release Inventory (TRI) is available from the US Government Printing Office (GPO) on both CD-ROM and diskette, or from the National Technical Information Service (NTIS) on CD-ROM only. TRI is also available on the GPO Bulletin Board and is accessible by GPO account holders. For more information, call GPO at (202) 512-1800 (sales) or (202) 512-1530, or write GPO, 710 North Capitol Street, NW, Washington, DC 20401. To contact NTIS, call (703) 605-6000 or toll free at (800) 553-6847 or write NTIS, 5285 Port Royal Road, Springfield, VA 22161. The NTIS Internet Website Address is http://www.ntis.gov.

For information about online access to the TRI, call the National Library of Medicine (NLM) at (301) 496-6531, or write TRI Representative, Specialized Information Services, NLM, 8600 Rockville Pike, Bethesda, MD 20894.

The RTK NET (Right-to-Know Network), operated by the Unison Institute and OMB Watch (a non-profit organization that monitors the actions and policies of the Office of Management and Budget), offers TRI data online. For information, call RTK-Net at (202)797-7200, or write RTK-Net, 1742 Connecticut Avenue, NW, Washington, DC 20009-1146.

1.1 About the RY1997 TRI US Files

The RY1997 TRI US Files contain releases and transfers information, as well as source reduction and recycling information. The data are separated into four files: releases and transfers (1), source reduction and recycling activities (2), source reduction and recycling activities methods (3), and transfers to off-site location (4).

The Toxics Release Inventory database is regularly updated to incorporate new submissions, revisions, and deletions. The RY1997 TRI US Files contain only the information in the database at the time that the official RY1997 "snapshot" was created.

NOTE: *We strongly recommend that you copy your original files before attempting to import files. This action provides a backup copy of your data.*

To save disk space, the TRI US data are stored in a compressed format that will decompress when loaded on your PC. Expanding the files will automatically create a new subdirectory named USFILES. The US Release and Transfer File is labeled RELEASES AND TRANSFERS.EXE; when decompressed, the file is named US1.DBF. The US Source Reduction and Recycling Activities File will decompress from SOURCE REDUCTION AND RECYCLING ACTIVITIES.EXE to US2.DBF. The US Source Reduction and Recycling Activities Methods File will decompress from SOURCE REDUCTION AND RECYCLING ACTIVITIES METHODS.EXE to US3.DBF. The US Transfer to Off-Site Location File will decompress from US TRANSFER TO OFF_SITE LOCATION.EXE to US4.DBF.

The expanded files will require at least 16 times the space occupied by the compressed files. Section 2.0 contains the current record structure.

1.2 Source Reduction and Recycling Activities

Beginning with Reporting Year 1991, facilities are required to report their source reduction and recycling activities. The amount (in pounds) of the chemical released, used for energy recovery, recycled, or treated must be reported for a four year period: for the year prior to the reporting year, for the reporting year and for the two years following the reporting year. These amounts are reported in Sections 8.1 through 8.7 on the Form R and in Record Type 2 of the RY1997 TRI US File data.

The following abbreviations are used in Record Type 2 to indicate the year and the type of reduction and recycling reported. For example, the field named "PRV_RCYON" would contain the information reported by the facility for the previous year's recycling on-site activity for the subject chemical.

	Year 96 Previous (PRV)	Years 96-97 % Change (PCT)	Year 97 Reporting (CUR)	Year 98 Next (NXT)	Year 99 Future (FUT)
Energy Recovery On-site	PRV_ENRON	PCT_ENRON	CUR_ENRON	NXT_ENRON	FUT_ENRON
Off-site	PRV_ENROFF	PCT_ENROFF	CUR_ENROFF	NXT_ENROFF	FUT_ENROFF
Energy Recycled On-site	PRV_RCYON	PCT_RCYON	CUR_RYCON	NXT_RYCON	FUT_RYCON
Off-site	PRV_RCYOFF	PCT_RCYOFF	CUR_RCYOFF	NXT_RCYOFF	FUT_RCYOFF
Release Treatment	PRV_REL	PCT_REL	CUR_REL	NXT_REL	FUT_REL
On-site	PRV_TRTON	PCT_TRTON	CUR_TRTON	NXT_TRTON	FUT_TRTON
Off-site	PRV_TRTOFF	PCT_TRTOFF	CUR_TRTOFF	NXT_TRTOFF	FUT_TRTOFF
Column Totals	TOT_PRVQTY	____	TOT_CURQTY	TOT_NXTQTY	TOT_FUTQTY

PRV = PREVIOUS   CUR = CURRENT   NXT = NEXT
FUT = FUTURE   ENR = ENERGY   RCY = RECYCLED
REL = RELEASE   TRT = TREATED   ON = ON-SITE
OFF = OFF-SITE   QTY = QUANTITY   TOT = TOTAL

Facilities are required to indicate the actions taken to reduce the amount of the reported toxic chemical released, used for energy recovery, recycled, or treated. These activities appear in Section 8.10 of the Form R and in Record Type 3 of the RY1997 TRI US File data.

The following abbreviations are used in Record Type 3 to indicate the source reduction activities and the methods to identify the activities.

	Source Reduction and Recycling Activity Code /and Activity Code Description	Source Reduction and Recycling Activity Method Code 1/ and Method Code 1 Description	Source Reduction and Recycling Activity Method Code 2/ and Method Code 2 Description	Source Reduction and Recycling Activity Method Code 3/ and Method Code 3 Description
Codes 1	SR_A_001	SR_M1_001	SR_M2_001	SR_M3_001
Descriptions 1	SR_AD_001	SR_M1D_001	SR_M2D_001	SR_M3D_001
Codes 2	SR_A_002	SR_M1_002	SR_M2_002	SR_M3_002
Descriptions 2	SR_AD_002	SR_M1D_002	SR_M2D_002	SR_M3D_002
Codes 3	SR_A_003	SR_M1_003	SR_M2_003	SR_M3_003
Descriptions 3	SR_AD_003	SR_M1D_003	SR_M2D_003	SR_M3D_003
Codes 4	SR_A_004	SR_M1_004	SR_M2_004	SR_M3_004
Description 4	SR_AD_004	SR_M1D_004	SR_M2D_004	SR_M3D_004

SR   = SOURCE REDUCTION
A   = ACTIVITY
AD   = ACTIVITY DESCRIPTION
M1   = METHOD 1
M1D   = METHOD 1 DESCRIPTION
001   = all fields associated with SOURCE REDUCTION ACTIVITY CODE 1
002   = all fields associated with SOURCE REDUCTION ACTIVITY CODE 2
003   = all fields associated with SOURCE REDUCTION ACTIVITY CODE 3
004   = all fields associated with SOURCE REDUCTION ACTIVITY CODE 4

1.3 Conventions in this Document

This document uses conventions for user understanding, consistency, and efficiency. They include formatting for keystroke entry.

Keystroke entry refers to any character typed by the user. The types of keystroke entry include function key, user input, and actual input. All keystrokes are set apart from the text by the greater than and less than symbols, < >.

a. Action keys are preceded by the word "press" and are displayed in bold, uppercase letters (e.g., press **<ENTER>**).

   1. Function keys that are pressed simultaneously are written with a forward slash, "/," separating them (e.g., **<ALT>/<F8>**).

   2. Function keys that are pressed sequentially are written with a space separating them (e.g., **<HOME> <HOME> < >**).

b. User input keystrokes are varied (e.g., a user password). The word "type" precedes these keystrokes. In addition, these keystrokes are displayed in bold, italics, and small caps (e.g., "Type the ***<FILENAME>***").

c. Actual input keystrokes are exact characters that must be input (e.g., the letter **Y** for a yes entry). The word "type" usually precedes these keystrokes. In addition, these keystrokes are displayed in bold, italics, and all small capital letters (e.g., type ***<Y>*** for "Yes").

2.0 Field Descriptions

The data for Reporting Year 1997 are separated into four files. These files are US Release and Transfer; US Source Reduction and Recycling Activities; US Source Reduction and Recycling Activities Methods; and US Transfer to Off-Site Location. The record structures for all four files are provided in this section. The codes and definitions used in the following records are listed in the *Toxic Chemical Release Inventory Reporting Forms and Instructions* booklet. Each file (i.e., Record Type 1, 2, 3, and 4) contains facility identification information. Under the column named *Type*, C = character and N = numeric, to identify alphanumeric and numeric data fields..

2.1 US Release and Transfer File

Field Name	Length	Type	Description
TRI_ID	15	C	Facility identification in the format zzzzznnnnnsssss where usually zzzzz = facility zip code, nnnnn = first five consonants of the name, and sssss = first five non-special characters in the street address. **NOTE:** *The TRI_ID is not changed to match facility ownership, or zip code changes.*
FACILITY	30	C	Name of the reporting facility.
FACIL_ADD	30	C	Street address of the reporting facility.
CITY	25	C	City in which the reporting facility is located.
COUNTY	25	C	County in which the reporting facility is located.
ST	2	C	Two-letter state code of the reporting facility.
ZIP_C	5	C	Five-digit ZIP of the reporting facility.
ZIP4	4	C	Last four digits where a nine-digit ZIP has been reported by the facility.
LINK_FID	15	C	Federal Facility TRIFID associated with a Government Owned/Contractor Operated (GOCO) Facility.
M_STREET1	30	C	Street of the reporting facility's mailing address.
M_CITY	25	C	City of the reporting facility's mailing address.
M_STATE	2	C	State of the reporting facility's mailing address.
M_ZIP	9	C	Zip code of the reporting facility's mailing address.

Field Name	Length	Type	Description
FAC_TYPE	1	C	Code indicating whether a facility is Federal (F), Commercial (C), or Government Owned/ Contractor Operated (G) .
PUBLIC_CON	45	C	Name of the individual whom the public may contact if clarification of data is needed.
TELEPHONE	10	C	Area code and telephone number of the public contact.
PARENT	45	C	Name of the corporation or other business entity that owns or controls the reporting facility.
PAR_DUN	9	C	Unique identification number assigned by Dun and Bradstreet to the parent company of the reporting facility.
DUNS_NUM	9	C	Unique identification number assigned by Dun and Bradstreet to the reporting facility.
EPA_ID	12	C	Twelve-digit alphanumeric identifier assigned by EPA under the Resource Conservation and Recovery Act.
NPDES	9	C	Nine-digit alphanumeric identifier assigned to a facility under EPA's National Pollutant Discharge Elimination System.
UIC_ID	12	C	Underground injection identification number, assigned by EPA or the state, to a facility which injects chemical waste into class 1 deep wells.
SIC	4	C	Four-digit Standard Industrial Classification (SIC) Code.
LAT	10	C	Reported latitude of the reporting facility converted into decimal degrees (Format: signed 2 digit whole number, 6 digit decimal positions +nn.nnnnnn).
LONG	11	C	Reported longitude of the reporting facility converted into decimal degrees (Format: signed 3 digit whole number, 6 digit decimal positions +nnn.nnnnnn).

Field Name	Length	Type	Description
PREFER_LAT	10	N	EPA assigned preferred latitude of the reporting facility in decimal degrees (Format: signed 2 digit whole number, 6 digit decimal positions +nn.nnnnnn). This may be the Form R submitted data, or another value if the Form R data was found to be suspect, or zero (if zero, use the submitted value).
PREFER_LON	11	N	EPA assigned preferred longitude of the reporting facility in decimal degrees (Format: signed 3 digit whole number, 6 digit decimal positions +nnn.nnnnnn).This may be the Form R submitted data, or another value if the Form R data was found to be suspect, or zero (if zero, use the submitted value).
PREFER_AC	9	N	Value is a range (+/-) in meters of the latitude and longitude accuracy. (Format: signed 5 digit whole number, 2 digit decimal positions +nnnnn.nn)
PREFER_CM	2	N	Method used to determine the latitude and longitude. Collection method code for the preferred coordinate (as specified in MAD code):

     A1   ADDRESS MATCHINGŽHOUSE NUMBER

     A2   ADDRESS MATCHINGŽBLOCK FACE

     C2   CENSUS BLOCK/GROUP-1990-CENTROID

     C3   CENSUS BLOCK TRACT-1990-CENTROID

     G3   GPS CODE MEASUREMENTS (PSEUDO RANGE) DIFFERENTIAL (DGPS)

     G4   GPS CODE MEASUREMENTS (PSEUDO RANGE) PRECISE POSITIONING SERVICE

     I1   INTERPOLATION-MAP

     I2   INTERPOLATION-PHOTO

     OT   OTHER

     Z1   ZIPCODE-CENTROID

     UN   UNKNOWN

Field Name	Length	Type	Description
PREFER_DC	2	C	EPA's preferred geographic coordinate description category. Describes the category of feature referenced by the latitude and longitude. Description category of the preferred coordinate (as specified in MAD code): PG PLANT ENTRANCE (GENERAL) FC FACILITY CENTROID CE CENTER OF FACILITY OT OTHER (Describe or name in description comments) UN UNKNOWN
PREFER_HD	1	C	EPA's preferred geographic coordinate horizontal datum. Reference datum of the latitude and longitude. Horizontal datum of the preferred coordinate (as specified in MAD code): 1 NAD27 2 NAD83 O OTHER U UNKNOWN
PREFER_SS	1	C	EPA's preferred geographic coordinate source map scale. Scale of the source used to determine the latitude and longitude. Source map scale of the preferred coordinate (as specified in MAD code): E 1:24,000 J 1:100,000
PREFER_QA	4	C	Results of four quality assurance tests. It follows the current format for PREFERRED-QA-CODE in TRIS-PREFERRED-LOCATION, except for the fourth position. First position: Point location was checked against ZIP code polygon of zip in address field or TRI facility ID (approximated by a rectangle with an additional 2 km buffer surrounding it): 0 Test was not performed 1 Test was performed and coordinates passed 2 Test was performed and coordinates failed

Field Name	**Length**	**Type**	**Description**

Second position: Point location was checked against 25 km radius of ZIP code centroid of zip in address field or TRI facility ID (generally performed only if zip polygon test was not possible or likely to yield erroneous results, e.g. for rural zip codes):

0 Test was not performed
1 Test was performed and coordinates passed
2 Test was performed and coordinates failed

Third position: Point location was compared to an alternate coordinate of known accuracy (e.g. below about 600m). If alternate coordinates were located within a 2 km buffer of submitted coordinates, the latter were accepted and assigned the estimated accuracy of the alternate coordinates. If the alternate coordinates were outside the buffer, the alternates were selected. If an alternate coordinate was selected as preferred, it should always have a value of 1 (while the corresponding submitted coordinates would have a value of 2):

0 Test was not performed
1 Test was performed and coordinates passed
2 Test was performed and coordinates failed

The fourth position contains one of the following five values:

0 No manual verification was done
V Manual verification was done
I Manual verification was done, and no preferred coordinate could be selected
A Manual verification was done, and its result agrees with the preferred coordinate generated by the automated selection process
D Verification was done, and its result disagrees with the preferred coordinate generated by the automated selection process (manually verified coordinate was selected as the preferred value)

Field Name	Length	Type	Description
FIPS	5	C	Five-digit FIPS code with the format ssccc, where ss is the state code and ccc is the county code. The source is the Federal Information Processing Standards, FIPS PUB 6-4.
RY	4	C	Calendar year in which the reported activities occurred.
CHEM_NAME	70	C	Name of the chemical or generic name if the chemical is claimed as a trade secret.
TRICHM_ID	9	C	Chemical Abstracts Service (CAS) Registry Number for that unique chemical, or category code (for compounds). **NOTE:** *CAS number 999999999 is for sanitized trade secret submissions; CHEM_NAME displays the reported generic chemical name.*
DCN	15	C	Unique identification number assigned to each submission by EPA. Format: TTYYNNNNNNNNCSS, where: TT = document type YY = reporting year (last two digits) NNNNNNNN= sequential number C = a check digit SS = state code.
FORM_TYPE	1	C	An indicator identifying whether Form R or Certification Statement (Form A) was submitted. R = Form R C = Certification Statement (Form A).
FUGITIVE_A	12	N	Sum reported in pounds of total releases to the air that is not released through stacks, vents, ducts, pipes, or any other confined air stream.
STACK_AIR	12	N	Sum reported in pounds of total releases to the air through stacks, vents, ducts, pipes, or any other confined air stream.
WATER	12	N	Sum reported in pounds of total releases to all receiving streams.
UI1	12	N	Sum reported in pounds of total releases by Underground Injection on-site in Class I wells.

Field Name	Length	Type	Description
UI2	12	N	Sum reported in pounds of total releases by Underground Injection on-site in Class II-V wells.
C_LANDFILL	12	N	Sum reported in pounds of total releases to RCRA Subtitle C landfills.
0_LANDFILL	12	N	Sum reported in pounds of total releases to other landfills.
FARM_TRMTC	12	N	Sum reported in pounds of total releases to land treatment/application/farming
SURF_COMPX	12	N	Sum reported in pounds of total releases to surface impoundment.
OTHERLANDF	12	N	Sum reported in pounds of total releases to other disposal means.
POTW	12	N	Sum reported in pounds of total of transfers off-site to publicly owned treatment works.
OTHER_OFF	12	N	Sum reported in pounds of total of toxic chemicals, including those without valid waste management codes, transferred by reporting facility to off-site locations for the purposes of waste treatment, disposal, recycling, and energy recovery.
OTHER_DISP	12	N	Sum reported in pounds of toxic chemicals transferred by reporting facility to off-site location(s) for disposal.
OTHER_ENER	12	N	Sum of toxic chemicals transferred by reporting facility to off-site location(s) for energy recovery.
OTHER_RECY	12	N	Sum reported in pounds of toxic chemicals transferred by reporting facility to off-site location(s) for recycling.
OTHER_TRMT	12	N	Sum reported in pounds of toxic chemicals transferred by reporting facility to off-site location(s) for treatment.

** end of record type 1 **
** total record length for record type 1 = 730 **

2.2 US Source Reduction and Recycling Activities File

Field Name	Length	Type	Description
TRI_ID	15	C	Facility identification in the format zzzzznnnnnsssss, where usually zzzzz = facility zip code, nnnnn = first five consonants of the name, and sssss = first five non-special characters in the street address. **NOTE:** *The TRI_ID is not changed to match facility ownership, or zip code changes.*
FACILITY	30	C	Name of the reporting facility.
FACIL_ADD	30	C	Street address of the reporting facility.
CITY	25	C	City in which the reporting facility is located.
COUNTY	25	C	County in which the reporting facility is located.
ST	2	C	Two-letter state code of the reporting facility.
ZIP_C	5	C	Five-digit ZIP of the reporting facility.
ZIP4	4	C	Last four digits where a nine-digit ZIP has been reported by the facility.
LINK_FID	15	C	Federal Facility TRIFID associated with a Government Owned/Contractor Operated (GOCO) Facility.
M_STREET	30	C	Street of the reporting facility's mailing address.
M_CITY	25	C	City of the reporting facility's mailing address.
M_STATE	2	C	State of the reporting facility's mailing address.
M_ZIP	9	C	Zip code of the reporting facility's mailing address.
FAC_TYPE	1	C	Code indicating whether a facility is Federal (F), Commercial (C), or Government Owned/ Contractor Operated (G).
PUBLIC_CON	45	C	Name of the individual whom the public may contact if clarification of data is needed.
TELEPHONE	10	C	Area code and telephone number of the public contact.
PARENT	45	C	Name of the corporation or other business entity that owns or controls the reporting facility.

Field Name	Length	Type	Description
PAR_DUN	9	C	Unique identification number assigned by Dun and Bradstreet to the parent company of the reporting facility.
DUNS_NUM	9	C	Unique identification number assigned by Dun and Bradstreet to the reporting facility.
EPA_ID	12	C	Twelve-digit alphanumeric identifier assigned by EPA under the Resource Conservation and Recovery Act.
NPDES	9	C	Nine-digit alphanumeric identifier assigned to a facility under EPA's National Pollutant Discharge Elimination System.
UIC_ID	12	C	Underground injection identification number, assigned by EPA or the state, to a facility which injects chemical waste into class 1 deep wells.
SIC	4	C	Four-digit Standard Industrial Classification (SIC) Code.
LAT	10	C	Reported latitude of the reporting facility. (Format: signed 2 digit whole number, 6 digit decimal positions +nn.nnnnnn).
LONG	11	C	Reported longitude of the reporting facility. (Format: signed 3 digit whole number, 6 digit decimal positions +nnn.nnnnnn).
PREFER_LAT	10	N	EPA assigned preferred latitude of the reporting facility in decimal degrees (Format: signed 2 digit whole number, 6 digit decimal positions +nn.nnnnnn). This may be the Form R submitted data, or another value if the Form R data was found to be suspect, or zero (if zero, use the submitted value).
PREFER_LON	11	N	EPA assigned preferred longitude of the reporting facility in decimal degrees (Format: signed 3 digit whole number, 6 digit decimal positions +nnn.nnnnnn). This may be the Form R submitted data, or another value if the Form R data was found to be suspect, or zero (if zero, use the submitted value).
PREFER_AC	9	N	Value is a range (+/-) in meters of the latitude and longitude accuracy. (Format: signed 5 digit whole number, 2 digit decimal positions +nnnnn.nn)

Field Name	Length	Type	Description
PREFER_CM	2	C	Method used to determine the latitude and longitude. Collection method code for the preferred coordinate (as specified in MAD code): A1 ADDRESS MATCHINGŽHOUSE NUMBER A2 ADDRESS MATCHINGŽBLOCK FACE C2 CENSUS BLOCK/GROUP-1990-CENTROID C3 CENSUS BLOCK TRACT-1990-CENTROID G3 GPS CODE MEASUREMENTS (PSEUDO RANGE) DIFFERENTIAL (DGPS) G4 GPS CODE MEASUREMENTS (PSEUDO RANGE) PRECISE POSITIONING SERVICE I1 INTERPOLATION-MAP I2 INTERPOLATION-PHOTO OT OTHER Z1 ZIPCODE-CENTROID UN UNKNOWN
PREFER_DC	2	C	EPA's preferred geographic coordinate description category. Describes the category of feature referenced by the latitude and longitude. Description category of the preferred coordinate (as specified in MAD code): PG PLANT ENTRANCE (GENERAL) FC FACILITY CENTROID CE CENTER OF FACILITY OT OTHER (Describe or name in description comments) UN UNKNOWN
PREFER_HD	1	C	EPA's preferred geographic coordinate horizontal datum. Reference datum of the latitude and longitude. Horizontal datum of the preferred coordinate (as specified in MAD code): 1 NAD27 2 NAD83 O OTHER U UNKNOWN

Field Name	Length	Type	Description
PREFER_SS	1	C	EPA's preferred geographic coordinate source map scale. Scale of the source used to determine the latitude and longitude. Source map scale of the preferred coordinate (as specified in MAD code): E 1:24,000 J 1:100,000
PREFER_QA	4	C	Results of four quality assurance tests. It follows the current format for PREFERRED-QA-CODE in TRIS-PREFERRED-LOCATION, except for the fourth position. First position: Point location was checked against ZIP code polygon of zip in address field or TRI facility ID (approximated by a rectangle with an additional 2 km buffer surrounding it): 0 Test was not performed 1 Test was performed and coordinates passed 2 Test was performed and coordinates failed Second position: Point location was checked against 25 km radius of ZIP code centroid of zip in address field or TRI facility ID (generally performed only if zip polygon test was not possible or likely to yield erroneous results, e.g. for rural zip codes): 0 Test was not performed 1 Test was performed and coordinates passed 2 Test was performed and coordinates failed

Field Name	Length	Type	Description
			Third position: Point location was compared to an alternate coordinate of known accuracy (e.g. below about 600m). If alternate coordinates were located within a 2 km buffer of submitted coordinates, the latter were accepted and assigned the estimated accuracy of the alternate coordinates. If the alternate coordinates were outside the buffer, the alternates were selected. If an alternate coordinate was selected as preferred, it should always have a value of 1 (while the corresponding submitted coordinates would have a value of 2).
			0 Test was not performed
			1 Test was performed and coordinates passed
			2 Test was performed and coordinates failed
			The fourth position contains one of the following five values:
			0 No manual verification was done
			V Manual verification was done
			I Manual verification was done, and no preferred coordinate could be selected
			A Manual verification was done, and its result agrees with the preferred coordinate generated by the automated selection process
			D Verification was done, and its result disagrees with the preferred coordinate generated by the automated selection process (manually verified coordinate was selected as the preferred value)
FIPS	5	C	Five-digit FIPS code with the format ssccc, where ss is the state code and ccc is the county code. The source is the Federal Information Processing Standards, FIPS PUB 6-4.
RY	4	C	Calendar year in which the reported activities occurred.
CHEM_NAME	70	C	Name of the chemical or generic name if the chemical was claimed as a trade secret.

Field Name	Length	Type	Description
TRICHM_ID	9	C	Chemical Abstracts Service (CAS) Registry Number for that unique chemical or category code (for compounds). **NOTE:** *CAS number 999999999 is for sanitized trade secret submissions; CHEM_NAME displays the reported generic chemical name.*
DCN	15	C	Unique identification number assigned to each submission by EPA. Format: TTYYNNNNNNNNNCSS, where: TT = document type YY = reporting year (last two digits) NNNNNNNN = sequential number C = a check digit SS = state code.
FORM_TYPE	1	C	An indicator identifying whether Form R or Certification Statement (Form A) was submitted: R = Form R C = Certification Statement (Form A).
CUR_RELS	14	N	Sum reported in pounds of total quantity of toxic chemical released (including off-site disposal) during reporting year.
CUR_ENRON	14	N	Sum reported in pounds of total quantity of toxic chemical used on-site for energy recovery during reporting year.
CUR_ENROFF	14	N	Sum reported in pounds of total quantity of toxic chemical sent off-site for energy recovery during the reporting year.
CUR_RCYON	14	N	Sum reported in pounds of total quantity of toxic chemical recycled on-site during reporting year.
CUR_RCYOFF	14	N	Sum reported in pounds of total quantity of toxic chemical sent off-site for recycling during reporting year.
CUR_TRTON	14	N	Sum reported in pounds of total quantity of toxic chemical treated on-site during the reporting year.
CUR_TRTOFF	14	N	Sum reported in pounds of total quantity of toxic chemical sent off-site for treatment (including transfers to POTWs) during the reporting year.

Field Name	Length	Type	Description
PRV_RELS	14	N	Sum reported in pounds of total quantity of the toxic chemical released (including off-site disposal) during previous year.
PRV_ENRON	14	N	Sum reported in pounds of total quantity of toxic chemical used on-site for energy recovery during the previous year.
PRV_ENROFF	14	N	Sum reported in pounds of total quantity of toxic chemical sent off-site for energy recovery during previous year.
PRV_RCYON	14	N	Sum reported in pounds of total quantity of toxic chemical recycled on-site during the previous year.
PRV_RCYOFF	14	N	Sum reported in pounds of total quantity of toxic chemical sent off-site for recycling during the previous year.
PRV_TRTON	14	N	Sum reported in pounds of total quantity of toxic chemical treated on-site during the previous year.
PRV_TRTOFF	14	N	Sum reported in pounds of total quantity of the toxic chemical treated off-site during the previous reporting year.
NXT_RELS	14	N	Sum reported in pounds of total quantity of the toxic chemical projected to be released (including off-site disposal) in the first year following the reporting year.
NXT_ENRON	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be used on-site for energy recovery in first year following reporting year.
NXT_ENROFF	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be sent off-site for energy recovery in first year following reporting year.
NXT_RCYON	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be recycled on-site in first year following reporting year.
NXT_RCYOFF	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be sent off-site for recycling in first year following reporting year.

Field Name	Length	Type	Description
NXT_TRTON	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be treated on-site in the first year following the reporting year.
NXT_TRTOFF	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be sent off-site for treatment (including transfer to POTWs) in the first year following the reporting year.
FUT_RELS	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be released (including off-site disposal) in second year following reporting year.
FUT_ENRON	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be used on-site for energy recovery in second year following reporting year.
FUT_ENROFF	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be sent off-site for energy recovery in second year following reporting year.
FUT_RCYON	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be recycled on-site in second year following reporting year.
FUT_RCYOFF	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be sent off-site for energy recovery in second year following reporting year.
FUT_TRTON	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be treated on-site in second year following reporting year.
FUT_TRTOFF	14	N	Sum reported in pounds of total quantity of toxic chemical projected to be sent off-site for treatment (including transfers to POTWs) in second year following reporting year.
ACCIDT_REL	14	N	Sum reported in pounds of total quantity of toxic chemical released to the environment or transferred off-site due to events not associated with routine production processes. Reported as pounds.
PROD_RATIO	8	N	Ratio of production or activity in the reporting year divided by production or activity in the previous year. Field length is in the format of +nnnn.nn.

Field Name	Length	Type	Description
PCT_RELS†	12	N	Percent change in quantity of toxic chemical released (including off-site disposal) from previous to reporting year. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign, in the format +nnnnnnnn.NN.
PCT_ENRON†	12	N	Percent change in quantity of toxic chemical used on-site for energy recovery comparing previous and reporting year quantities. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign, in the format +nnnnnnnn.NN.
PCT_ENROFF†	12	N	Percent change in quantity of toxic chemical sent off-site for energy recovery comparing reporting and previous year quantities. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign, in the format +nnnnnnnn.NN.
PCT_RCYON†	12	N	Percent change in quantity of toxic chemical used on-site for recycling purposes comparing previous and reporting year quantities. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign, in the format +nnnnnnnn.NN.
PCT_RCYOFF†	12	N	Percent change in quantity of toxic chemical sent off-site for recycling purposes comparing previous and reporting year quantities. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign in the format +nnnnnnnn.NN.
PCT_TRTON†	12	N	Percent change in quantity of toxic chemical treated on-site comparing previous and reporting year quantities. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign, in the format +nnnnnnnn.NN.
PCT_TRTOFF†	12	N	Percent change in quantity of toxic chemical treated off-site comparing previous and reporting year quantities. Field length of 12 = 8 whole digits plus 2 decimal places, one decimal point and one sign, in the format +nnnnnnnn.NN.

Field Name	Length	Type	Description
TOT_CURQTY	16	N	Sum reported in pounds of the quantities of the toxic chemical released (including off-site disposal), treated, used for energy recovery, or recycled in the reporting year.
TOT_PRVQTY	16	N	Sum reported in pounds of the quantities of the toxic chemical released (including off-site disposal), treated, used for energy recovery, or recycled in the year prior to the reporting year.
TOT_NXTQTY	16	N	Sum reported in pounds of the quantities of the toxic chemical projected to be released (including off-site disposal), treated, used for energy recovery, or recycled in the first year following the reporting year.
TOT_FUTQTY	16	N	Sum reported in pounds of the quantities of the toxic chemical projected to be released (including off-site disposal), treated, used for energy recovery, or recycled in the first year following the reporting year.

†   This percentage increase field reads 0.0 if a quantity has been given for the current reporting year, but no quantity exists for the corresponding previous reporting year field.

** end of record type 2 **
** total record length for record type 2 = 1099 **

2.3   US Source Reduction and Recycling Activities Methods File

Field Name	Length	Type	Description
TRI_ID	15	C	Facility identification in the format zzzzznnnnnsssss, where usually zzzzz = facility zip code, nnnnn = first five consonants of the name, and sssss = first five non-special characters in the street address. **NOTE:** *The TRI_ID is not changed to match facility ownership, or zip code changes.*
FACILITY	30	C	Name of the reporting facility.
FACIL_ADD	30	C	Street address of the reporting facility.
CITY	25	C	City in which the reporting facility is located.
COUNTY	25	C	County in which the reporting facility is located.
ST	2	C	Two-letter state code of the reporting facility.
ZIP_C	5	C	Five-digit ZIP of the reporting facility.
ZIP4	4	C	Last four digits where a nine-digit ZIP has been reported by the facility.
LINK_FID	15	C	Federal Facility TRIFID associated with a Government Owned/Contractor Operated (GOCO) Facility.
M_STREET	30	C	Street of the reporting facility's mailing address.
M_CITY	25	C	City of the reporting facility's mailing address.
M_STATE	2	C	State of the reporting facility's mailing address.
M_ZIP	9	C	Zip code of the reporting facility's mailing address.
FAC_TYPE	1	C	Code indicating whether a facility is a Federal (F), Commercial (C), or Government Owned/ Contractor Operated (G).
PUBLIC_CON	45	C	Name of the individual whom the public may contact if clarification of data is needed.
TELEPHONE	10	C	Area code and telephone number of the public contact.

Field Name	Length	Type	Description
PARENT	45	C	Name of the corporation or other business entity that owns or controls the reporting facility.
PAR_DUN	9	C	Unique identification number assigned by Dun and Bradstreet to the parent company of the reporting facility.
DUNS_NUM	9	C	Unique identification number assigned by Dun and Bradstreet to the reporting facility.
EPA_ID	12	C	Twelve-digit alphanumeric identifier assigned by EPA under the Resource Conservation and Recovery Act.
NPDES	9	C	Nine-digit alphanumeric identifier assigned to a facility under EPA's National Pollutant Discharge Elimination System.
UIC_ID	12	C	Underground injection identification number, assigned by EPA or the state, to a facility which injects chemical waste into class 1 deep wells.
SIC	4	C	Four-digit Standard Industrial Classification (SIC) Code.
LAT	10	C	Reported latitude of the reporting facility. (Format: signed 2 digit whole number, 6 digit decimal positions +nn.nnnnnn).
LONG	11	C	Reported longitude of the reporting facility. (Format: signed 3 digit whole number, 6 digit decimal positions +nnn.nnnnnn).
PREFER_LAT	10	N	EPA assigned preferred longitude of the reporting facility in decimal degrees (Format: signed 2 digit whole number, 6 digit decimal positions +nn.nnnnnn). This may be the Form R submitted data, or another value if the Form R data was found to be suspect, or zero (if zero, use the submitted value).
PREFER_LON	11	N	EPA assigned preferred longitude of the reporting facility in decimal degrees (Format: signed 3 digit whole number, 6 digit decimal positions +nnn.nnnnnn). This may be the Form R submitted data, or another value if the Form R data was found to be suspect, or zero (if zero, use the submitted value).

Field Name	Length	Type	Description
PREFER_AC	9	N	Value is a range (+/-) in meters of the latitude and longitude accuracy (Format: signed 5 digit whole number, 2 digit decimal positions +nnnnn.nn).
PREFER_CM	2	C	Method used to determine the latitude and longitude. Collection method code for the preferred coordinate (as specified in MAD code):

A1 ADDRESS MATCHINGŽHOUSE NUMBER
A2 ADDRESS MATCHINGŽBLOCK FACE
C2 CENSUS BLOCK/GROUP-1990-CENTROID
C3 CENSUS BLOCK TRACT-1990-CENTROID
G3 GPS CODE MEASUREMENTS (PSEUDO RANGE) DIFFERENTIAL (DGPS)
G4 GPS CODE MEASUREMENTS (PSEUDO RANGE) PRECISE POSITIONING SERVICE
I1 INTERPOLATION-MAP
I2 INTERPOLATION-PHOTO
OT OTHER
Z1 ZIPCODE-CENTROID
UN UNKNOWN

Field Name	Length	Type	Description
PREFER_DC	2	C	EPA's preferred geographic coordinate description category. Describes the category of feature referenced by the latitude and longitude. Description category of the preferred coordinate (as specified in MAD code):

PG PLANT ENTRANCE (GENERAL)
FC FACILITY CENTROID
CE CENTER OF FACILITY
OT OTHER (Describe or name in description comments)
UN UNKNOWN

Field Name	Length	Type	Description
PREFER_HD	1	C	EPA's preferred geographic coordinate horizontal datum. Reference datum of the latitude and longitude. Horizontal datum of the preferred coordinate (as specified in MAD code): 1 NAD27 2 NAD83 O OTHER U UNKNOWN
PREFER_SS	1	C	EPA's preferred geographic coordinate source map scale. Scale of the source used to determine the latitude and longitude. Source map scale of the preferred coordinate (as specified in MAD code): E 1:24,000 J 1:100,000
PREFER_QA	4	C	Results of four quality assurance tests. It follows the current format for PREFERRED-QA-CODE in TRIS-PREFERRED-LOCATION, except for the fourth position. First position: Point location was checked against ZIP code polygon of zip in address field or TRI facility ID (approximated by a rectangle with an additional 2 km buffer surrounding it): 0 Test was not performed 1 Test was performed and coordinates passed 2 Test was performed and coordinates failed Second position: Point location was checked against 25 km radius of ZIP code centroid of zip in address field or TRI facility ID (generally performed only if zip polygon test was not possible or likely to yield erroneous results, e.g. for rural zip codes): 0 Test was not performed 1 Test was performed and coordinates passed 2 Test was performed and coordinates failed

Field Name	**Length**	**Type**	**Description**
			Third position: Point location was compared to an alternate coordinate of known accuracy (e.g. below about 600m). If alternate coordinates were located within a 2 km buffer of submitted coordinates, the latter were accepted and assigned the estimated accuracy of the alternate coordinates. If the alternate coordinates were outside the buffer, the alternates were selected. If an alternate coordinate was selected as preferred, it should always have a value of 1 (while the corresponding submitted coordinates would have a value of 2).

0   Test was not performed
1   Test was performed and coordinates passed
2   Test was performed and coordinates failed

The fourth position contains one of the following five values:
0   No manual verification was done
V   Manual verification was done
I   Manual verification was done, and no preferred coordinate could be selected
A   Manual verification was done, and its result agrees with the preferred coordinate generated by the automated selection process
D   Verification was done, and its result disagrees with the preferred coordinate generated by the automated selection process (manually verified coordinate was selected as the preferred value)

Field Name	**Length**	**Type**	**Description**
FIPS	5	C	Five-digit FIPS code with the format ssccc, where ss is the state code and ccc is the county code. The source is the Federal Information Processing Standards, FIPS PUB 6-4.
RY	4	C	Reporting year in which the reported activities occurred.
CHEM_NAME	70	C	Name of the chemical or generic name if the chemical was claimed as a trade secret.

Field Name	Length	Type	Description
TRICHM_ID	9	C	Chemical Abstracts Service (CAS) Registry Number for that unique chemical or category code (for compounds). **NOTE:** *CAS number 999999999 is for sanitized trade secret submissions; CHEM_NAME displays the reported generic chemical name.*
DCN	15	C	Unique identification number assigned to each submission by EPA. Format: TTYYNNNNNNNNNCSS, where TT = document type YY = reporting year (last two digits) NNNNNNNN = sequential number C = a check digit SS = state code
FORM_TYPE	1	C	An indicator identifying whether Form R or Certification Statement (Form A) was submitted: R = Form R C = Certification Statement (Form A).
SR_A_001	3	C	Activity code indicating the action taken to reduce the amount of the reported toxic chemical released, used for energy recovery, recycled, or treated.
SR_AD_001	80	C	Description of the preceding source reduction activity code.
SR_M1_001	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M1D_001	80	C	Description of the preceding source reduction activity method code.
SR_M2_001	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M2D_001	80	C	Description of the preceding source reduction activity method code.

Field Name	**Length**	**Type**	**Description**
SR_M3_001	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M3D_001	80	C	Description of the preceding source reduction activity method code.
SR_A_002	3	C	Activity code indicating the action taken to reduce the amount of the reported toxic chemical released, used for energy recovery, recycled, or treated.
SR_AD_002	80	C	Description of the preceding source reduction activity code.
SR_M1_002	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M1D_002	80	C	Description of the preceding source reduction activity method code.
SR_M2_002	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M2D_002	80	C	Description of the preceding source reduction activity method code.
SR_M3_002	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M3D_002	80	C	Description of the preceding source reduction activity method code.
SR_A_003	3	C	Activity code indicating the action taken to reduce the amount of the reported toxic chemical released, used for energy recovery, recycled, or treated.
SR_AD_003	80	C	Description of the preceding source reduction activity code.
SR_M1_003	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.

Field Name	Length	Type	Description
SR_M1D_003	80	C	Description of the preceding source reduction activity method code.
SR_M2_003	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M2D_003	80	C	Description of the preceding source reduction activity method code.
SR_M3_003	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M3D_003	80	C	Description of the preceding source reduction activity method code.
SR_A_004	3	C	Activity code indicating the action taken to reduce the amount of the reported toxic chemical released, used for energy recovery, recycled, or treated.
SR_AD_004	80	C	Description of the preceding source reduction activity code.
SR_M1_004	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M1D_004	80	C	Description of the preceding source reduction activity method code.
SR_M2_004	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M2D_004	80	C	Description of the preceding source reduction activity method code.
SR_M3_004	3	C	Code corresponding to the internal or external method (or the information sources) used to identify the source reduction activity implementation at a facility.
SR_M3D_004	80	C	Description of the preceding source reduction activity method code.

** end of record type 3 **
** total record length for record type 3 = 1866

2.4   US Transfer to Off-Site Location File

Field Name	Length	Type	Description
REP_STATE	2	C	Two-letter state code of the reporting facility.
TRI_ID	15	C	Facility identification in the format zzzzznnnnnsssss, where usually zzzzz = facility zip code, nnnnn = first five consonants of the name, and sssss = first five non-special characters in the street address. **NOTE:** *The TRI_ID is <u>not</u> changed to match facility ownership, or zip code changes.*

DCN	15	C	Unique identification number assigned to each submission by EPA. Format: TTYYNNNNNNNNCSS, where
			    TT = document type
			    YY = reporting year (last two digits)
			    NNNNNNNN = sequential number
			    C = a check digit
			    SS = state code

TR_EPA_ID	12	C	An identification number assigned to the off-site transfer facility. This facility is covered by regulations of the Resource Conservation and Recovery Act (RCRA).
TR_CODE	2	C	A code for the off-site transfer facility to which the toxic chemical waste was transferred; sequential number assigned by system.
TR_NAME	30	C	The name of the off-site transfer facility to which the chemical is sent.
TR_STREET	30	C	The address of the off-site transfer facility.
TR_CITY	25	C	The city in which the off-site transfer facility is located.
TR_COUNTY	25	C	The county in which the off-site transfer facility is located.
TR_STATE	2	C	The two-letter state code for the off-site transfer facility; validation table name is TRSTAT.
TR_ZIP	9	C	The US Postal Service zip code for the address of an off-site transfer facility.

Field Name	Length	Type	Description
TR_COUNTRY	3	C	This field contains the country code for an off-site transfer facility outside of the United States.
TR_CONTROL	2	C	Indicates whether the off-site location is owned or controlled by the reporting facility or its parent company: Y = Yes N = No
TR_RANGE	2	C	A code used to indicate the amount of the toxic chemical released annually from the reporting facility. The midpoint value is used for cumulative total toxic chemical release information: 0 = zero 1 = 1-10 (5 = midpoint) 2 = 1-499 (250 = midpoint) 3 = 11-499 (250 = midpoint) 4 = 500-999 (750 = midpoint)
REL_EST	12	N	An estimation of the amount of toxic chemical released or transferred from the reporting facility.
REL_BASIS	2	C	The principal method by which the total release estimate was calculated; values are: M = Based on monitoring data C = Based on mass balance calculations E = Based on published emission factors O = Other
TRTMNT_TYP	3	C	Codes to identify the type of treatment or disposal method used by the off-site location.
R_T_ID_NUM	3	C	The Identification number assigned to the release-transfer record; unique within a DCN.

Note: Records having no values transferred to Off-Site Facilities have been excluded: however, all submitted transfer values have been included.

** end of record type 4 **
** total record length for record type 4 = 194
** total record length for record types 1, 2, 3 and 4 = 3889 **

3.0 Hardware and Software Requirements

The *Hardware and Software Requirements* section contains information concerning hardware and software requirements for using RY1997 TRI US Files data. The RY1997 TRI US Files data are available in self-extracting file format (.EXE) that contain the compressed dBASE files. The user follows the instructions in the "README" file (USREAD.TXT) and the system will extract the data files and decompress them.

The following are the minimum IBM PC-compatible hardware specifications:

- 512K conventional memory,
- DOS 3.0 or higher, and
- Hard disk drive or dual floppy drives.

The following types of software may be used (depending on your hardware):

- dBASE III+, dBASE IV, or higher; or

- Excel version 2.1 or higher; or

- FoxBase version 2.0 or higher; or

- any other software package running under DOS or Microsoft Windows (e.g., Paradox, Microsoft Access, QuattroPro, Lotus 1-2-3) that can read/access .DBF formats.

NOTE: *For Help, call TRIS and ATRS Technical Support at (703) 816-4434.*

3.1 Instructions for using TRI with Popular Software Packages

The following pages contain instructions for loading TRI data into several of the more popular software packages. In order to prevent damage to your files or loss of data while loading or using the TRI data, it is recommended that you create a backup copy and put the original diskettes away for safekeeping before proceeding.

3.2 Loading TRI (.DBF) Files into Excel

The following procedure contains instructions for loading TRI files into an Excel spreadsheet after decompressing the files as instructed in the "README" file. This pertains to an IBM PC-compatible machine with Windows 3.xx.

NOTE: *This assumes any compressed files have been expanded into a .DBF format. Do not use the original TRI file(s) in case of damage to file or loss of data. Copy the original TRI file(s) onto diskettes or into the EXCEL directory on your hard disk drive. Copying files is not mandatory for creating a database, but is recommended to prevent loss of original data.*

1. Insert the diskette (duplicate copy) if you are using diskettes.

2. After Excel is accessed, select *File*, then select *Open*.

3. Under *File name*, select the name of the file you wish to open. If it is not listed, type the file name including the disk drive and directory in which the file resides.

4. Under *Files of type*, select dBASE Files (X.DBF).

5. Select *Open*.

NOTE: *For Help, call TRIS and ATRS Technical Support at (703) 816-4434.*

3.3 Loading TRI (.DBF) files into dBASE III+ using the dBASE III+ Assist Menu

Procedures to load TRI data into dBASE III+ are given below. Information is provided to ensure that TRI data from 1987-1990 can be loaded into the current TRI State diskette file formats without difficulty.

3.3.1 Loading 1991-present TRI files into dBASE III+

The following procedure contains instructions for loading TRI (.DBF) files into a dBASE III+ spreadsheet using the dBASE III+ Assist Menu after decompressing the files as instructed in the "README" file.

NOTE: *Do not use the original TRI file(s) in case of damage to file or loss of data. Copy the original TRI file(s) onto diskettes or into the dBASE directory on your hard disk drive. Copying files is not mandatory for creating a database, but is recommended to prevent loss of original data.*

1. Insert the diskette (duplicate copy) if you are using diskettes.

2. After dBASE III+ is accessed, press < > to highlight the *DATABASE FILENAME*. Then press **<ENTER>**.

3. Press < > to highlight the corresponding *DISK DRIVE* where the TRI file is located. Then press **<ENTER>**.

4. Press < > to highlight the *TRI FILENAME* and **<ENTER>**.

5. The file is not indexed, so type *NO* at the prompt.

3.3.2 Converting 1987-94 dBASE Files Record Type 1 (Releases and Transfers)

The US Release and Transfer file format was expanded starting in Reporting Year 1991 to include the information reported by facilities regarding waste treatment and recycling activities for chemicals

transferred to off-site locations. Remember this when using dBASE files from Record Type 1 (US Release and Transfer File). If you are not an experienced dBASE user and need to convert your dBASE files to the current expanded format, please use the dBASE III+ *Assistant Menu* or dBASE IV *Control Center*.

NOTE: *Data can be lost if you insert or delete fields and also change other field(s) names at the same time. (See the `Modify Structure' section in your dBASE manual.)*

3.4   Loading TRI (.DBF) files into dBASE IV using the dBASE IV Assist Menu

The following procedure contains instructions for loading TRI (.DBF) files into the dBASE IV spreadsheet using the dBASE IV *Assist Menu*.

NOTE: *Do not use the original TRI file(s) in case of damage to file or loss of data. Copy the original TRI file(s) onto diskettes or into the dBASE directory on your hard disk drive. Copying files is not mandatory for creating a database, but is recommended to prevent loss of original data.*

1.   Insert the diskette (duplicate copy) if you are using diskettes.

2.   After dBASE IV is accessed, select the CATALOG option (press the <ALT> and <C> keys simultaneously).

3.   Press < > to highlight the ADD A FILE TO CATALOG option. Then press <ENTER>.

4.   Press <ENTER> (to change default drive of files location).

5.   Press < > to highlight the corresponding DISK DRIVE where the TRI file is located. Then press <ENTER>.

6.   Press < > to highlight the TRI FILENAME. Then press <ENTER>.

7.   Either: (1) type a description of your .DBF file being used; or,
        (2) press <ENTER> for no description of your .DBF file.

NOTE: *For Help, call TRIS and ATRS Technical Support at (703) 816-4434.*

NOTES: